



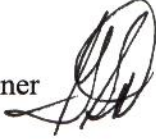
STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

GWENDOLYN SIMS DAVIS
COMMISSIONER

PHIL BREDESEN
GOVERNOR

MEMORANDUM

TO: Commissioners, Procurement and Fiscal Officers of all State Departments,
Institutions and Agencies

FROM: Gwendolyn Sims Davis, Commissioner 

DATE: March 9, 2006

SUBJECT: Purchasing Procedures for Closing Fiscal Year 2005-2006

The following schedule is established in order to help ensure timely processing of requisitions and departmental purchase orders for purchases from fiscal year 2006 funds. It will also ensure timely processing of requisitions requesting term contracts and delegated purchase authority for fiscal year 2006-2007.

FRIDAY, APRIL 14, 2006 - REQUISITIONS FOR FISCAL YEAR 2006

Requisitions (P1A) requesting agency term contracts for items not covered by statewide contract and requisitions (P1B) requesting delegated purchase authority from bid for fiscal year 2006-2007 must be at TOPS status code 200 by 4:30 p.m., April 14, 2006, due to required processing by June 30, 2006. Requisitions (P1A and P1B) received after this date will be processed in the order received after processing all fiscal year 2006 requisitions.

Requisitions for fiscal year 2006-2007 should be entered as FY 2007 on RQS4. P1B requisitions should reference last year's requisition number in RNTE.

FRIDAY, APRIL 14, 2006 - REQUISITIONS FOR FISCAL YEAR 2006

Requisitions (P1) for one-time purchases from fiscal year 2005-2006 funds that require F&A Budget approval should have the budget analyst approval screen (PAPV) waiting for approval by Friday, April 14, 2006. The Purchasing Division requires that *all* P1 requisitions from fiscal year 2005-2006 funds be at TOPS status code 200 by 4:30 p.m., Friday, April 28, 2006. Requisitions requiring a long lead-time should be issued immediately to ensure awarding by June 30, 2006.

FRIDAY, JUNE 16, 2006 - CONTRACT RELEASE ORDERS FOR FISCAL YEAR 2005-2006

Contract release orders requiring F&A Budget approval should be awaiting budget approval on or before June 16, 2006. After June 16, orders from fiscal year 2006 funds will be processed simultaneously by Budget. All purchase orders entered into TOPS with FY 2006 funding must be set to print by 4:30 p.m., Friday, June 30, 2006.

GSD:jb